



## **JOB OPENING**

### **Town of Lynnfield – Recreation Director**

The Town of Lynnfield seeks candidates for the position of Recreation Director

The Town Clerk works under the direction of the Recreation Commission, a body appointed by the Select Board. It is a full-time salaried position. Night and weekend work is required.

The Director designs, plans and implements Recreational programs for the residents of Lynnfield. Responsibilities include finances, personnel, programming, and public relations with the goal of providing the best services to Lynnfield residents.

A degree in Recreation, Sports Management, Business or related field plus 4 years' experience in recreational field, preferably in a municipal setting are required or an equivalent combination of education, training and experience. Management experience preferred. CPRP or CPRE certification, preferred. If a CPRP or CPRE certification is not held the candidate should work towards fulfilling this requirement. Knowledge of MUNIS or similar financial software system is preferred. Knowledge of MyRec software is a plus. Ability to leverage technology to find efficiencies if desirable.

Hiring salary range is \$75,000 - \$85,000, depending on qualifications and experience. Send cover letter and resume to: [rcurtin@town.lynnfield.ma.us](mailto:rcurtin@town.lynnfield.ma.us). EOE/AA. Position will be posted until filled. The full job description is available at <https://www.town.lynnfield.ma.us/select-board/pages/job-openings>

This position is subject to the terms and conditions of the Town of Lynnfield's Personnel Policy and to a criminal history (CORI) background check.

*Town of Lynnfield, MA JOB DESCRIPTION*

<b>Title: Recreation Director</b>	<b>Classification/Grade:</b>
<b>Department: Recreation Department</b>	<b>FLSA Status:</b> Exempt
<b>Reports to: Recreation Commission Chair</b>	<b>Union Status:</b> Non-Union
<b>Effective Date:</b> January 2024	<b>Benefit Status:</b> Yes

**Summary**

The Director designs, plans and implements Recreational programs for the residents of Lynnfield. Responsibilities include finances, personnel, programming, and public relations with the goal of providing the best services to Lynnfield residents.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Designs, plans, and implements strategic plans and goals for the town’s recreational programming for children, young adults, and adults.
- Creates, plans, delivers, and supervises organized recreational programs.
- Plans and develops budgets; tracks activities and prepares forecasts. Ensures and manages finances, and accounts payable.
- Prepares and implements bid process for specified programs
- Develops, implements, and manages the departmental general fund and revolving budgets
- Controls departmental funds and approves all division expenditures
- Maintains records on all funds due to the Town
- Writes appropriate grants for financial assistance for recreation programs
- Excellent problem-solving and decision-making skills
- Maintains inventory and purchases equipment and materials. Maintains financial records.
- Plans, schedules, and manages logistics for annual programming of recreational activities.
- Directs and oversees programs, events, and recreational activities to ensure the town has a recreational schedule of events.
- Locates vendors, contractors, and teams; ensures program schedules are created and disseminated.
- Advises the Recreation Committee on the development of new programs
- Acts as Town Liaison to the Recreation Committee
- Considerable knowledge of the equipment, facilities, operations, activities, and techniques used in a comprehensive community recreation division;
- Working knowledge of child development and age-appropriateness of recreation activities;
- Ability to develop, coordinate, and direct varied activities involved in a community recreation division;
- Markets, communicates and promotes programs and services, Town-Wide. Delivers marketing messaging through social media, newspapers, and via other methods.
- Establishes, and monitors partnerships, vendors, and contractual services.
- Fosters relationships and collaborates with Lynnfield Public Schools, A Healthy Lynnfield, and other town departments or organizations
- Supports the Town of Lynnfield Special Initiatives. (eg. Town Meeting Childcare, Lynnfield’s Anniversary Celebration)
- Prepares communications and delivers presentations to varied Commissions, Boards, and community groups to support marketing, and fundraising.

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- Attends Community and Public meetings to discuss departmental goals and programming.
- Manages professional and entry level employees and volunteers: interviews, hires, develops work schedules, manages performance, maintains personnel records, and conducts staff meetings.
- Establishes department procedures; and resolves employee relations issues.
- Partners with the *Friends of Lynnfield Recreation non-profit* to conduct fund raising activities.
- Performs other duties as necessary.

### **Supervision**

*Supervision Scope:* Performs specialized and responsible functions requiring an expert knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Works under the direct authority of the Recreation Commission and guidance of the Town Administrator following department rules, regulations and policies; duties require the ability to establish, plan, and perform operations and independently complete tasks, and establish timetables.

*Supervision Given:* Directs the department, programming, and staff. Staff includes: Camp Directors, Trip Coordinators; Head Counselors, and over 30 seasonal staff and volunteers.

### **Recommended Minimum Qualifications**

#### Education, Training and Experience

Bachelor's degree in Recreation, Sports Management, Business or related field plus 4 years' experience in recreational field, preferably in a municipal setting are required or an equivalent combination of education, training and experience. Management experience preferred. CPRP or CPRE certification, preferred. If a CPRP or CPRE certification is not held the candidate should work towards fulfilling this requirement. Flexibility to work weeknights, weekends, and holidays is required. Knowledge of MUNIS or similar financial software system is preferred. Knowledge of MyRec software is a plus. Ability to leverage technology to find efficiencies if desirable.

#### *Special Requirements:*

Valid Driver's License. Must have access to their own vehicle to travel about town as needed. Must possess or be able to obtain CPR, AED and First Aid Certifications within 60 days of appointment. Certification must be maintained during the course of employment. Successful CORI/SORI.

*Knowledge:* Knowledge and experience to develop, plan, implement and track budgets. Knowledge and experience for accurate financial record keeping. Knowledge of town government; knowledge of federal, state and local laws related to recreational planning and programs. Advanced knowledge and experience of management practices to manage staff, including large numbers of volunteers. Demonstrated financial management and strategic planning skills. Demonstrated knowledge and experience in developing revenue generating programs. Fundamental knowledge of procurement and accounts payable.

*Ability:* Demonstrated ability to lead and direct work of professional and non-professional staff. Ability to interact appropriately and tactfully with the public. Demonstrated ability to resolve conflicts and to develop and maintain effective working relationships among staff, patrons, representatives of community groups, Town officials, volunteers, and service providers. Ability to demonstrate an understanding of regulations, procedures and policies; ability to maintain detailed accurate records; ability to explain Department regulations, policies and procedures to the staff and to the public; ability to work

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independently; ability to establish schedules and ensure adherence to deadlines. The ability to collaborate and appreciate other's viewpoints.

*Skills:* Skill to motivate, inspire staff, effectively. Excellent planning, logistical and organizational skills. Excellent skill to coordinate and supervise programs, events and projects. Excellent skills to design and use spreadsheets. Excellent knowledge and skill to manage procurement, budgeting, marketing, fundraising, and recreational activity programming. Skills to supervise hundreds of employees, full/part-time/seasonal/volunteers. Excellent interpersonal skills, organizational and customer service skills. Demonstrated experience providing customer service to companies, vendors, Town of Lynnfield departments, co-workers, and residents, and the public using tact, proper judgment, courtesy, respect and discretion. Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach. Accomplished in demonstrating adaptability, and able to present and accept a diverse perspective. Excellent written and verbal communication skills. Basic to intermediate computer skills for MS Office Suite applications, the Internet, and for software systems and applications supporting the department's operations, such as MUNIS and MyRec.

### **Job Environment**

- Lynnfield, MA: Reside within a reliable commuting distance or planning to relocate before starting work (Required)
- Some work is performed in an office environment
- Some work is performed outside in all weather conditions, including extremes of heat
- The noise level is usually quiet in the office and moderately loud while in the field
- Work is subject to fluctuations, and administrative deadlines. Employee routinely attends and/or works evenings, holidays, and weekend meetings.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.
- The employee has constant contact with the public.
- While there is a flexible schedule it is expected there will be established office hours.
- The employee has access to department confidential information.
- Errors could result in personal injury/loss, delays or loss of service, monetary loss, injuries to other employees, damages to buildings and/or equipment and legal ramifications.

### **Compensation and Benefits**

- Salary: \$75k to \$85k
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance
- Occasional Weekend availability

### **Job description**

- Department: Recreation Department
- Minimum Experience: 2-10 years
- Office Location: Huckelberry Hill School

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- Vacancies: 1
- Schedule: Full-Time – 35 hours per week

### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to communicate, talk and hear; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. Occasionally the employee is required to stand, walk, sit, climb or balance, and stoop kneel, crouch or crawl. The employee frequently must lift and/or move objects weighing up to 30 pounds; occasionally lift and/or move objects weighing up to 60 pounds; and seldom must lift and/or move objects weighing up to 100 or more pounds. Vision and hearing at or correctable to normal ranges to read documents and analyze data. Close, distant, color, peripheral vision and depth perception are necessary for safe operation of equipment. This position requires the ability to operate a keyboard at efficient speed, and operate light trucks and an automobile, effectively. This employee must transport and carry equipment and supplies, and setup and break down sites moving tables, tents, balls, tarps, concession stands and move other equipment.

***The Town of Lynnfield, MA is an Equal Opportunity Employer. Diverse candidates are encouraged to apply. No Residency Requirement.***

*In the Town of Lynnfield we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The Town embraces and encourages all qualified candidates to apply.*

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*